

30-Day Check-in and Feedback Request Email

Subject: Your First Month at [Company Name] - Let's Connect

Dear [Employee Name],

It's hard to believe you've been with us for a month already! We hope you're settling in well and finding your groove with the team.

As part of our on-boarding process, we'd like to check in with you to see how things are going. Your feedback is valuable and helps us improve the experience for future new hires.

Please take 15 minutes to complete this brief survey by [Date]: [Survey Link]

We'd also like to schedule a casual check-in meeting with you. This is an opportunity to:

- Discuss how your first month has been
- Address any challenges or concerns
- Clarify expectations and goals
- Answer any questions you might have
- Gather your suggestions for improvement

Please reply with your availability for a 30-minute meeting during the week of [Date Range].

Your manager will also be conducting a separate check-in to discuss your role-specific progress and provide feedback on your initial projects.

Remember, your success is our success. We're here to support you!

Looking forward to hearing from you,

[HR Representative Name]

[Title]

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